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ALBERTA CAPITAL BONDS

INFORMATION AND INSTRUCTIONS

1991

Alberta

GOVERNMENT OF ALBERTA

Index

Section 1. General Information

1.1 Definitions 1
1.2 Use of Proceeds 1
1.3 Period of Sale 1
1.4 Terms and Conditions 1
1.5 Purchase Price 2
1.6 Limit on Registered Holdings 2
1.7 Redemption Prior to Maturity 2
1.8 Application Forms 2
1.9 Eligibility for Registration 2
1.10 Transferability 2
1.11 Assignability 3
1.12 Cancellation 3

Section 2. Information Regarding 1988, 1989 and 1990 Alberta Capital Bonds

2.1 1988 Alberta Capital Bonds 3
2.2 1989 and 1990 Alberta Capital Bonds 3

Section 3. Purchase Applications — Form A1

3.1 General Information 4
3.2 Preparation of Purchase Application — Form A1 4
3.3 Registration Information 5
3.4 Sub-Agents 5

Section 4. Application Summary — Form A2

4.1 General Information 6
4.2 Preparation of Application Summary — Form A2 6
4.3 Branch Forwarding Procedures for Applications 6

Section 5. Central Branch Settlement Letter — Form A3

5.1 General Information 7
5.2 Central Branch Forwarding Procedures 7

Section 6. Procedures for Cancellations 8

Section 7. Delivery of Bonds to Branches 8

Section 8. Sales Reports 9

Section 9. Inquiries 9

Section 10. Remuneration 9

Section 11. Redemption Procedures 9

11.1 Redemption Prior to Maturity 9
11.2 Redemption at Maturity 10

Section 12. Critical Dates 10

Appendix. Forms

Purchase Application — Form A1 11
Application Summary — Form A2 12
Central Branch Settlement Letter — Form A3 13

ALBERTA CAPITAL BONDS

INFORMATION AND INSTRUCTIONS 1991

CANADIANA

MAY 28 1991

Section 1
General Information

1.1 Definitions

In this booklet, the following words and expressions, wherever used, shall have the following meanings:

Bonds: Those Bonds issued by the Province of Alberta known as 1991 Alberta Capital Bonds.

Sales Agents: Participating banks, trust companies, credit unions, investment dealers, and Alberta Treasury Branches approved by the Province of Alberta to sell the Bonds.

Central Branch: The designated office in Alberta of a bank, trust company, credit union, investment dealer, or Alberta Treasury Branches.

Registrar: The body from time to time appointed by the Province of Alberta to act as registrar and transfer agent for the Bonds, presently being Central Guaranty Trust Company, Suite 200, 104 - 4 Avenue, S.E., Calgary, Alberta, T2G 0C4, telephone (403) 292-1000.

1.2 Use of Proceeds

The proceeds from the Bonds will be used to fund certain capital projects undertaken by the Province of Alberta including construction of facilities at universities, colleges, hospitals and nursing homes, as well as economic development infrastructure, senior citizens' lodge regeneration, special waste management facilities, museums, and water development projects. Proceeds may also be used for general government purposes.

1.3 Period of Sale

The selling period for this issue will be from May 13, 1991, to the close of business on June 1, 1991, provided that the Provincial Treasurer may at his discretion discontinue the sale of the Bonds upon giving 24 hours notice.

Holders of 1988 Alberta Capital Bonds will be permitted to reinvest all or part of their maturing Bonds into 1991 Bonds, provided that the eligibility for registration criteria are met, by presenting Bond certificates to a sales agent on or before June 8, 1991. **Sale of 1991 Bonds after June 1, 1991, on any other basis is not permitted.**

1.4 Terms and Conditions

(a) The Bonds will be dated June 1, 1991, and will mature June 1, 1996. Bonds are redeemable semi-annually on December 1 and June 1, and during the three business days thereafter, each year, as described under Redemption Prior to Maturity (1.7).

(b) Bonds will be fully registered with simple interest payable by direct deposit or cheque to the registered holder on December 1 and June 1 each year, including maturity, commencing December 1, 1991. Interest payments made by direct deposit will be credited on the interest payment dates. Interest will not be paid after maturity.

(c) The interest rate payable on the Bonds for the period June 1, 1991, to November 30, 1991 (inclusive), will be set on or before May 10, 1991. The interest rate for each subsequent six month period will be set at least 10 days before the start of the period. This interest rate will be made public through notices provided to the public and participating financial institutions.

(d) The smallest denomination of Bonds that can be purchased is $100. Bonds are available in increments of $100. For example, Bonds can be purchased in denominations of $600, $700, $800, etc.

(e) Denominations may be exchanged without charge at the office of the Registrar for larger or smaller denominations in multiples of $100 except within the 20-day period prior to a redemption date.

1.5 Purchase Price

During the selling period, Bonds may be purchased at par (i.e., $100 for each $100 in principal amount purchased).

Cheques for the amount of Bonds purchased should be dated June 1, 1991, and made payable to the sales agent.

1.6 Limit on Registered Holdings

The maximum amount of 1991 Bonds that may be purchased and registered in the name of each holder is $50,000. When Bonds have joint ownership, the maximum is $50,000 times the number of registered holders. A holder may also reinvest all or part of his/her maturing 1988 Alberta Capital Bonds in addition to the $50,000 limit.

A holder may register any or all of the 1991 Bonds in his/her own name, or in the name of an RRSP, provided the total beneficial ownership does not exceed the maximum limits noted above.

1.7 Redemption Prior to Maturity

Bonds are redeemable semi-annually prior to maturity at the option of the registered holder. This means that commencing December 1, 1991, the registered holder has the opportunity, on December 1 and June 1, and during the three business days thereafter, each year, to cash in the Bonds for their full face value. The transaction can be handled by tendering the Bonds on or before December 1 or June 1, or during the three business days thereafter, at any branch in Canada of a participating bank, trust company, credit union, investment dealer, or at Alberta Treasury Branches. **No interest will be paid on those Bonds redeemed for the three business day period after the normal redemption dates of December 1 and June 1.**

The encashing financial institution will process the Bond certificate through the clearing system to the Clearing Agent and credit the face value of the Bonds to the customer on the redemption date. Interest payable to the normal redemption date will be forwarded to the registered holder by direct deposit or cheque in the normal manner. On or after maturity, the Bonds are to be processed in the same manner as redemptions prior to maturity.

Encashment or re-registration will also be permitted at any time in the event of the death of the registered holder by tendering the Bonds directly to the Registrar. In this case, interest will be paid to the date of encashment.

If December 1 or June 1 falls on a Saturday or Sunday or a day on which the above institutions are generally not open for business, the redemption date for tendering the Bonds will be the next following business day, and the extended redemption period will be the three following business days.

1.8 Application Forms

Application forms will be distributed to branches as soon as they are available.

1.9 Eligibility for Registration

The Bonds must be registered to one of the following:

(a) Individuals resident in Alberta. To qualify as an Alberta resident an individual must normally reside in Alberta and have an Alberta address at the time of purchase;

(b) Registered Retirement Savings Plans, Registered Retirement Income Funds, Deferred Profit Sharing Plans, Employee Benefit Plans and Registered Pension Plans provided that a majority of the beneficiaries thereof are Alberta residents. (In this case the Bonds should be registered in the name and number of the plan.);

(c) Corporations, societies and other organizations having permanent establishments in Alberta; and

(d) Estates and trusts where the beneficial interest in the estate or trust accrues principally to Alberta residents. (In this case the Bonds should be registered in the name of the trust.)

1.10 Transferability

Bond ownership may be transferred in the event of death. The Executor of the Estate is to endorse the Bond certificates and submit them to the Registrar, Central Guaranty Trust Company, with specific transfer instructions. The request for transfer must include appropriate documentation to show the Executor's authority to administer the Estate of the Bondholder.

Bonds may be transferred between an individual and an RRSP or vice versa providing beneficial ownership of the Bonds does not change. The registered holder should contact the Registrar with written transfer instructions.

New Bond certificates will be mailed to the new registered holder(s) by the Registrar.

1.11 Assignability

Alberta Capital Bonds are not assignable, however, the Province has no concern with the use of Bonds as collateral.

1.12 Cancellation

A purchase application may be cancelled by providing notification by the close of business on June 1, 1991, or the close of business on the day following the termination of the selling period, whichever is earlier, to the branch of the Sales Agent where the application was originally completed.

Purchase applications made from June 3 to June 8, 1991, through the reinvestment of maturing 1988 Bonds may be cancelled by providing notification by the close of business on June 8, 1991. The cancellation procedures described in Section 6 will apply in this case.

Section 2
Information Regarding 1988, 1989 and 1990 Alberta Capital Bonds

2.1 1988 Alberta Capital Bonds

The 1988 Alberta Capital Bonds mature on June 1, 1991, and can therefore be redeemed or encashed at any time on or after June 1, 1991. Participating financial institutions may accept 1988 Bonds during the selling period for processing and redemption on June 1, 1991.

The last interest payment on the 1988 Alberta Capital Bonds will be made on June 1, 1991. **These Bonds will cease to earn interest on June 1, 1991.**

In order to assist 1988 Bondholders, an extended reinvestment period from June 3 to June 8, 1991 has been allowed. **Holders of 1988 Alberta Capital Bonds can reinvest all or part of their maturing Bonds into 1991 Bonds, provided that the eligibility for registration criteria are met, by presenting the Bond certificate(s) to a sales agent on or before June 8, 1991.**

2.2 1989 and 1990 Alberta Capital Bonds

The interest rate on 1989 and 1990 Alberta Capital Bonds for the period June 1, 1991, to November 30, 1991 (inclusive), and subsequent interest periods, will be the same as the comparable rate on 1991 Alberta Capital Bonds if the latter rate is higher than their minimum rate. The minimum guaranteed rate on the 1989 and 1990 Alberta Capital Bonds is 11%.

Interest on the 1989 and 1990 Bonds will be paid semi-annually by direct deposit or cheque to the registered owner on December 1 and June 1, for the remaining term of the Bonds.

Bonds may be tendered for redemption on or before normal redemption dates with payment credited on the normal redemption dates; however, Bonds will also be accepted for redemption during the three business days following a redemption date. No interest will be paid on those Bonds redeemed for the three business day period after the normal redemption dates of December 1 and June 1.

Section 3

Purchase Applications — Form A1

3.1 General Information

All applications for Bonds must be made on Purchase Application Form A1:

Copy 1 Registrar's copy of Form A1 is for the use of the Registrar.

Copy 2 Registrar's copy of Form A1 is for the use of the Registrar.

Copy 3 Registrar's copy of Form A1 will be returned to the branch with the Bonds.

Copy 4 Branch's copy of Form A1 is for the records of the branch and should be retained in accordance with the policy of each institution.

Copy 5 Purchaser's copy of Form A1 is to be given to the purchaser and serves as an interim receipt until the Bonds are delivered.

3.2 Preparation of Purchase Application — Form A1 (See Appendix)

(a) The "Date of Application" is to be printed in Box 1. It is the day on which Form A1 is completed by the purchaser.

(b) The first name, middle initial(s) and last name of the registered holder are to be printed in Boxes 2 and 3. Registrations with the initial first, for example, J. Philip Smith, should have J. Philip written in Box 2 and Smith written in Box 3.

Additional registration space is provided to accommodate lengthy registrations. These lines are intended for use in situations where there is a corporate name, co-ownership, joint ownership, survivorship, an estate or a trust (acceptable forms of registration are illustrated in Section 3.3, "Registration Information"). When the Bonds are to be registered in a non-individual format, the registration particulars must begin in Box 2 of the registration area and continue on the next three registration lines until the registration is complete. The Sales Agent should fill in these registration lines for the purchaser.

(c) The "Care of" line, Box 4, is to be used for the following:

(i) in situations where the registered holder designates an address of a person or an institution through which the registered holder can be located;

(ii) in all estate registrations;

(iii) if the street address is too lengthy to fit into the street address space, then the first line of the address may be entered in the "Care of" line.

(d) The address information in Boxes 5 through 8 should be the mailing address where interest cheques are to be sent.

(e) The Social Insurance Number ("S.I.N.") of the registered holder is to be printed in Box 9. If the registered holder does not have a S.I.N., she or he should contact their local Canada Employment Centre and inform their financial institution as soon as they receive their number.

This information is mandatory and every reasonable effort must be made to obtain the purchaser's S.I.N. This requirement also applies to minors.

In case of joint registration, the S.I.N. of the first owner should be printed in Box 9.

The telephone number of the registered holder is to be printed in Box 10.

(f) All copies of the Purchase Application (Form A1) must bear the identification (domicile) stamp of the Sales Agent. Box 11 is provided at the top right of the form to accommodate this stamp. **Sales Agents should stamp all copies of the form.**

(g) The Sales Agent's branch will identify itself on the Purchase Application by entering its five (5) digit branch number and four (4) digit institution number as assigned by the Canadian Payments Association in Box 12. Investment dealers should enter their Canada Savings Bond identification number.

(h) Use Box 13 to list the number of Bonds and denominations to be purchased. The smallest denomination of Bonds that can be purchased is $100. Bonds are available in increments of $100. **It is preferred that a single denomination for the full amount of the purchase be used.** However, the purchaser may desire multiple or varying denominations and such a request may not be refused.

Care should be taken to ensure that the Number of Bonds multiplied by the Denomination is equal to the Amount of Purchase for each denomination requested.

The Sales Agent must place the sum of the Number of Bonds for all denominations in Box 14 and the total amount of all Bonds purchased in Box 15.

(i) The "Method of Purchase Payment" section, Box 16, must be completed by the purchaser or Sales Agent and a choice of payment must be initialled by the purchaser. Each Selling Agent will establish procedures for handling purchasers' cheques, debiting purchasers' accounts and transferring the funds to the Central Branch. **Cheques or drafts should be dated June 1, 1991, and made payable to the sales agent.**

(j) If the purchaser's name and address is the same as the name of the registered holder as indicated in Boxes 2 through 8, Box 17 should be ticked. If the purchaser's name and address are different, then Box 17 should be filled out in detail.

(k) The "Interest Payments" section, Box 18, must be completed by the purchaser or Sales Agent and the choice of interest payment method must be indicated and signed by the purchaser or his Agent.

Direct deposit information regarding name of institution should pertain to a member institution of the Canadian Payments Association. This does not include investment dealers' client account information.

(l) The purchaser or his Agent must sign and date the application in Box 19.

(m) Box 20 is for the purchaser, registered holder, or his Agent to acknowledge receipt of the Bonds upon delivery.

3.3 Registration Information

All registrations, including joint and co-ownership registrations, must show the given name first and family name (surname) last. Particular attention should be paid to the correct spelling of both given and family names.

Bonds may be registered in the name of a minor.

Registration of trusts may only be made when a formal trust agreement is in place.

Registration may be in the following forms:

(a) In the name of **one person**: John Doe. In the case of a married woman, her own first name, not her husband's, must be provided: Mary Doe.

(b) In the names of **two or more persons as co-owners** without the right of survivorship:
(1) John Doe and Mary Doe
(2) John Doe and Mary Doe and James Doe

(c) In the names of **two or more persons jointly and their survivor or survivors:**
(1) John Doe and Mary Doe and Survivor
(2) John Doe and Mary Doe and James Doe and Survivor

(d) In the names of **corporations, nominees, societies, lodges, etc.,** such registrations should not include the names of officials as these officials may change:
(1) The Doe Creek Development Co. Limited
(2) The Doe Society of Alberta
(3) Doe Lodge No. 100

(e) Where the Bonds are being purchased by the estate of a deceased person, the Bonds may be registered in the name of the estate: Estate of Mary Doe. Where desired, the registration may be in the names of executors, administrators, or trustees of estates: John Doe, Executor of the Estate of Mary Doe; John Doe and John Smith, Executors of the Estate of Mary Doe. When a Bond is registered in any one of the forms under this part, the name of the individual to whom interest cheques will be sent must be furnished in the "Care of" portion of the address.

(f) For trusts governed by eligible registered plans:
(1) Union Trust Company in trust for John Jones RRSP number 26641
(2) Union Trust Company in trust for John Doe DPSP number 12345
(3) Green Body Shop in trust for William Smith EPSP number 21465.

Important

Forms of registration other than those acceptable forms specified above may be rejected by the Registrar.

Examples of forms of registration that are not acceptable are as follows:
(1) Terry and Suzanne Smith
(2) Dr. Keith Smith
(3) Jack Doe MP
(4) Joan Smith in trust for Mary Smith
(5) Barry Taylor and Survivor
(6) David Smith or Anne Smith

3.4 Sub-Agents

The appointment of sub-agents is not permitted.

Section 4

Application Summary — Form A2

4.1 General Information

Purchase Applications must be batched and transmitted to the Central Branch as often as practical.

(a) All Purchase Applications which are accepted from clients from May 13 to May 30, 1991, inclusive must be remitted to the Central Branch no later than May 31, 1991.

(b) Purchase Applications which are accepted from clients on May 31 or June 1, 1991, must be remitted to the Central Branch on June 3, 1991.

(c) Purchase Applications resulting from the encashment of 1988 Alberta Capital Bonds from June 3 to June 8, 1991, must be remitted to the Central Branch on a daily basis, but in any event by June 10, 1991.

Purchase Applications must be batched and transmitted to the Central Branch with summary information for that batch recorded on the Application Summary (Form A2). A supply of Form A2's will be provided to the branches by each Central Branch.

Copy 1 Registrar's copy of Form A2 is for the use of the Registrar.

Copy 2 Registrar's copy of Form A2 is for the use of the Registrar.

Copy 3 Registrar's copy of Form A2 will be returned to the Branch with the Bonds.

Copy 4 Central Branch's copy of Form A2 is for the use of the Central Branch.

Copy 5 Branch's copy of Form A2 is for the records of the Branch and should be retained in accordance with the policy of each institution.

4.2 Preparation of Application Summary — Form A2 (See Appendix)

The Sales Agent's branch will:

(a) Identify itself on the Application Summary (Form A2) by entering its branch number and institution number (9 digits) in Box 1. In Box 2 the Sales Agent will identify its Central Branch by entering the Central Branch's 9 digit branch/institution number.

(b) Assemble the Purchase Applications (Form A1) received from customers or prepared by Sales Agents at least once each week and more frequently in large branches.

(c) Prepare branch batches consisting of at least 20 where possible and up to 100 Purchase Applications per batch.

(d) For each batch, count the number of Purchase Applications (maximum 100 per batch) and enter the total number in Box 3 provided on the left-hand side of Form A2.

(e) Add the number of Bonds purchased (sum of Box 14 figures for all Purchase Applications in batch) and enter this total in Box 4 on the left-hand side of Form A2.

(f) Add the total amount purchased (Box 15) from all Purchase Applications in the batch and enter in the Total Par Value space (Box 5) of Form A2.

(g) **Stamp all copies of Form A2 with the identification (domicile) stamp of the Sales Agent.** Box 6 is provided at the top right of the form to accommodate this stamp.

(h) The employee completing Form A2 should sign his/her name in Box 8.

(i) Have the batch arithmetic checked and Form A2 signed by the branch manager or a designate in Box 9.

(j) Central Branches requisitioning Bonds for their own customers must act exactly as a branch does, i.e., complete an Application Summary (Form A2), for each batch, which must be included as part of the Central Branch Settlement Letter (Form A3).

(k) Branch batches must be received by the Central Branch:
  (i) on or before May 31, 1991, for Purchase Applications accepted between May 13 and May 30, 1991;
  (ii) on June 3, 1991, for Purchase Applications accepted on May 31 or June 1, 1991;
  (iii) on a daily basis for Purchase Applications resulting from the reinvestment of 1988 Bonds during the period from June 3 to June 8, 1991, but in any event by June 10, 1991.

4.3 Branch Forwarding Procedures for Applications

(a) Retain Copy 5 of the Application Summary (Form A2) and Copy 4 of all Purchase Applications (Form A1) as a distinct and separate batch for branch use.

(b) Forward Copies 1, 2, 3 and 4 of the Application Summary (Form A2), together with Copies 1, 2 and 3 of the relevant Purchase Applications (Form A1), to the Central Branch. Please do not staple or fold any of these forms.

(c) For each batch use a large envelope to avoid folding and damaging any of the documents, and ensure that documents are securely fastened (but not stapled) together.

Section 5

Central Branch Settlement Letter — Form A3

5.1 General Information

Each day a Central Branch Settlement Letter (Form A3) and a cheque or bank draft payable to the Provincial Treasurer, dated June 1, 1991, must accompany the branch batches of Purchase Applications (Form A1) and the Application Summary (Form A2).

Copy 1 Registrar's copy of Form A3 is for use of the Registrar.

Copy 2 Registrar's copy of Form A3 is for use of the Registrar.

Copy 3 Registrar's copy of Form A3 will be receipted and returned to the Central Branch.

Copy 4 Registrar's copy of Form A3 will be returned to the Central Branch with registered Bond certificates.

Copy 5 Central Branch's copy of Form A3 is for use of the Central Branch.

By 12:00 noon on June 3, 1991, all Central Branches are to remit to the Registrar proceeds from Purchase Applications accepted from May 13 to May 30, 1991, inclusive. By 12:00 noon on June 4, 1991, Central Branches are to remit proceeds of sales made on May 31 and June 1, 1991. On a daily basis, but in any event by 12:00 noon on June 12, 1991, Central Branches are to remit proceeds resulting from the reinvestment of maturing 1988 Alberta Capital Bonds from June 3 to June 8, 1991.

Institutions not able to remit all funds to the Registrar as indicated above will not be penalized provided they have made best efforts to remit as much as possible. It is to be understood, however, that the bulk of remittances from all Sales Agents for sales made up to and including June 1, 1991, is to be received by the Registrar by June 4, 1991, with only minor amounts to be received after that date, but in any event not later than June 6, 1991.

5.2 Central Branch Forwarding Procedures

(a) When the branch batches of Purchase Applications (Form A1) are received at the Central Branch, copy 4 of each Application Summary (Form A2) is to be carefully removed from the batch without altering the order of the Purchase Applications included in each branch batch and is to be retained by the Central Branch.

(b) Each day, the Central Branch is to batch the Application Summaries (Form A2) received that day and prepare the Central Branch Settlement Letter (Form A3), summarizing the amount of Bonds represented by the batch of Application Summaries.

(c) The Settlement Letter (Form A3) is to be forwarded daily or as often as practical to the Registrar at:

Central Guaranty Trust Company
Suite 200, 104 - 4 Avenue, S.E.
Calgary, Alberta
T2G 0C4

Settlement Letters must include the following:

(i) Copies 1, 2, 3 and 4 of the Settlement Letter (Form A3); and

(ii) Copies 1, 2 and 3 of branch batches of Purchase Applications (Form A1) as submitted by each branch and Copies 1, 2 and 3 of the Application Summary (Form A2) for each branch batch.

(iii) A cheque or bank draft from the Central Branch payable to the Provincial Treasurer, dated June 1, 1991, must accompany each Settlement Letter (Form A3). Payment must equal the sum of the Total Amount Purchased figures on all Purchase Applications (Form A1) as recorded on the Application Summaries (Form A2).

(d) Use an envelope which is sufficiently large to avoid folding and damaging any of the documents.

(e) Copy 3 of the Settlement Letter (Form A3) will be receipted and returned to the Central Branch.

(f) Copy 4 of the Settlement Letter (Form A3) will be returned to the Central Branch with registered Bond certificates.

Important

The originals (Copy 1) of Forms A1, A2 and A3, are to be handled with care so as not to damage the documents. In the handling and transmittal process, care should also be taken to ensure that each branch batch of Purchase Applications (Form A1) is kept together with its own Application Summary (Form A2).

The accuracy of material submitted is critical as any discrepancies will cause all the material covered by a Settlement Letter (Form A3) to be returned to the Central Branch.

Section 6
Procedures for Cancellations

(a) A purchase application may be cancelled by providing notification by the close of business on June 1, 1991, or the close of business on the day following the termination of the selling period, whichever is earlier, to the branch of the Sales Agent where the purchaser originally completed the application.

A purchase application resulting from the reinvestment of maturing 1988 Bonds between June 3 and June 8, 1991, may be cancelled by providing notification by the close of business on June 8, 1991.

(b) Upon receipt of notification from the purchaser, the Sales Agent will pull Copy 1 of the Purchase Application (Form A1) and return the cheque or bank draft to the purchaser.

(c) If Copies 1, 2 and 3 of the Purchase Application have already been forwarded to the Central Branch, **the Sales Agent must notify the Central Branch in writing to cancel the application and should include the following:**

(i) Copy 4 of the cancelled Purchase Application (Form A1), and
(ii) The batch number and date from the Application Summary (Form A2).

This will facilitate the reconciliation of the applications at the Central Branch.

(d) The Central Branch should then forward to the Registrar:

(i) Copy 4 of the cancelled Purchase Application (Form A1),

(ii) The batch number and date from the Application Summary (Form A2), and

(iii) The document control number and date from the Settlement Letter (Form A3).

(e) Any funds forwarded from the Central Branch to the Registrar pertaining to cancelled applications or NSF cheques will be returned to the Central Branch by the Province.

Section 7
Delivery of Bonds to Branches

(a) On or about August 23, 1991, the Registrar will deliver completed and registered Bond certificates to Central Branches together with Copy 3 of the Purchase Applications (Form A1), Copy 3 of each Application Summary (Form A2) and Copy 4 of the Settlement Letter (Form A3); these batches are to be matched to the Central Branch copies of the Application Summaries to ensure complete reconciliation.

(b) Bonds are wrapped by individual branch batch with Copy 3 of the Purchase Applications (Form A1) and Copy 3 of the Application Summary (Form A2) and are shipped to branches by the Central Branch. Branches are expected to open the packages immediately upon receipt to verify the contents against Copy 3 of the Application Summary which is inside the package. **Delivery of the Bonds to the registered holder should be made as quickly as possible, but no later than September 6, 1991.**

(c) After the contents of the package have been verified, the Bonds should be matched to the branch copy (Copy 4) of the Purchase Application (Form A1). Registrations should be carefully compared to the information on the Purchase Application and the complete Bond numbers recorded on the branch copy of the relevant Purchase Application.

(d) When the Bonds are delivered to the purchaser, a receipt is to be obtained using the appropriate section (Box 20) of the branch copy (Copy 4) of the Purchase Application (Form A1).

Section 8
Sales Reports

All Bond co-ordinators are to report the number of applications received and the total value of Bonds sold by their institution for each business day of the selling period by 2:00 p.m. on the following business day to:

Alberta Treasury
Securities Administration
Telephone: (403) 427-3043
Facsimile: (403) 427-0780

Bond co-ordinators are required to call Alberta Treasury even if they have no sales to report.

Section 9
Inquiries

Any inquiries regarding the sale and processing of Bonds should be directed to the Co-ordinator in the Central Branch who may choose to consult with:

Alberta Treasury
Securities Administration
Room 218, 9515 - 107 Street
Edmonton, Alberta
T5K 2C3

Telephone: (403) 427-3043
Facsimile: (403) 427-0780

or

the Registrar at:

Central Guaranty Trust Company
Suite 200, 104 - 4 Avenue, S.E.
Calgary, Alberta
T2G 0C4

Telephone: (403) 292-1000

Section 10
Remuneration

Selling Agents will be paid selling and distribution fees of .75 of one per cent of the aggregate principal amount of Bonds sold and distributed.

No part of any commission may be rebated to any purchaser, either private or corporate, having a proprietary interest in the ownership of the Bond being purchased. Neither may any rebate reach an employer of the purchaser or a fellow employee.

Section 11
Redemption Procedures

11.1 Redemption Prior to Maturity

The following is an outline of procedures for the handling of redemption requests for the Bonds prior to maturity:

(a) Redemption requests (except in the event of the death of the Bondholder) are to be received by any branch of a participating bank, trust company, credit union, investment dealer, or by Alberta Treasury Branches on or before December 1 or June 1, or during the three business days thereafter, each year.

(b) When the Bond is presented for redemption the institution should ensure that the entire Bond certificate is intact.

(c) Bondholders, or the duly appointed Agent of the Bondholder, must sign their name and complete their address on the reverse side of the Bond on the lines provided.

(d) As with any other item endorsed and handled by banks, trust companies, credit unions, investment dealers, or Alberta Treasury Branches, the right of recourse in cases of fraud due to reported thefts or Bond alterations, is mandatory. Therefore, the normal rule of "know your endorser" applies.

(e) The bottom half of the Bonds should be detached and cleared on December 1 or June 1, or during the three business days thereafter, to the Clearing Agent using normal clearing arrangements. The top half of the Bonds should be retained by the branch in accordance with the policy of each institution. **Please note that the normal dates of settlement for redemptions are December 1 and June 1, and settlements are not to be negotiated prior to these dates.**

(f) A Bondholder who redeems a Bond at a participating institution on December 1 or June 1, or on the three business days thereafter, receives the face value of the Bond on the redemption date. The Bondholder who redeems his/her Bond on June 1 or December 1, or on the three business days thereafter, will receive on, or prior to June 1 or December 1, a direct deposit or cheque representing interest since the last interest date in the normal manner.

(g) T-5 Forms will be issued annually by the Registrar for all interest payments made during the calendar year and will be mailed directly to the Bondholder at the last known registered address.

(h) Any Bonds not endorsed by the Bondholder or the duly appointed Agent of the Bondholder will be returned for proper endorsement.

(i) Redemption in the event of the death of the Bondholder may be accomplished by submitting directly to the Registrar:

  (i) Bond certificate(s) with the endorsement of the Executor of the Estate,

  (ii) appropriate documentation to show the Executor's authority to administer the Estate of the Bondholder, and

  (iii) instructions specifying the name and address of the payee.

(j) **Note that in order to redeem a portion of a Bond the Bondholder must:**

  (i) **deliver the Bond to the Registrar at least 20 days prior to an interest payment date requesting that the Bond be reissued in specified denominations,** and

  (ii) **present the newly issued Bond for redemption as in item (a) above.**

11.2 Redemption at Maturity

At maturity (June 1, 1996), the above procedures are to be followed except that redemption requests may be received at any time on or after June 1, 1996. Interest accrues on the Bonds only until May 31, 1996.

The 1988 Alberta Capital Bonds mature on June 1, 1991, and can therefore be redeemed or encashed at any time on or after June 1, 1991. These Bonds will not earn interest after May 31, 1991.

Section 12
Critical Dates

Sales Period Purchases	Cancellation Deadlines		Settlement Dates	
	By Purchasers	By Central Branches	By Branch to Central Branch	By Central Branch to Registrar
May 13 to May 30	June 1	June 12	May 31	June 3
May 31 or June 1	June 1	June 12	June 3	June 4
Reinvestments*				
June 3 to June 8	June 8	June 12	Daily	Daily

* Reinvestments of maturing 1988 issue only

ALBERTA CAPITAL BONDS

1991

Purchase Application

Form A1

Document Control Number: 123456

NAME AND ADDRESS OF REGISTERED OWNER

REGISTRATION / ADDRESS

1 Date of Application: 150591

2 First Name and Initial: JOHN E.

3 Last Name: DOE

THIS ADDITIONAL SPACE IS PROVIDED FOR A LENGTHY OR JOINT REGISTRATION

AND IS TO BE COMPLETED BY SALES AGENT;

IN THIS CASE BEGIN ON First Name LINE

4 Care Of (If Required):

5 Street Address, Apt. No., R.R. or P.O. Box: 67 PINE BLVD.

6 City, Town, or Post Office: YOURTOWN

7 Province: ALTA.

8 Postal Code: T1K 2J9

9 Social Insurance Number: 632403231

10 Home Phone: 222-1234

Business Phone: 226-1243

SAMPLE

11 Sales Agent's Branch Stamp

STAMP ALL COPIES

12 Branch: 98765 Institution: 4321

13 BOND PURCHASE DETAILS

DENOMINATION OF BONDS

Number of Bonds	Denominations	Face Value of Purchase
1	X $ 700	$ 700
1	X $ 2000	$ 2000
	X $	$
14 Total Number of Bonds: 2	MINIMUM BOND DENOMINATION IS $100 PLUS ADDITIONAL INCREMENTS OF $100.	15 Total Amount Purchased: $ 2700

DELIVERY OF THE BONDS WILL BE MADE THROUGH THE SALES AGENT

16 METHOD OF PURCHASE PAYMENT

PAYMENT IS TO BE DATED JUNE 1, 1991.

Initial A or B below

JED A Payment in full is attached in favour of the Sales Agent

OR

____ B I hereby authorize the Sales Agent herein to DEBIT my account for payment in full

Account Number:

17 PURCHASER'S NAME AND ADDRESS

Purchaser's Name and Address: Same as above ☑ (✓) or:

Name:

Address:

City, Town, or Post Office: | Province: | Postal Code:

Home Phone: | Business Phone:

18 INTEREST PAYMENTS

Indicate choice and sign below

✓ A Direct Deposit

Name of Institution: FINANCIAL INSTITUTION

Branch: 98765 Institution: 4321

Account Number: 4088465

____ B Cheque

X John Doe

Signature of Purchaser or Agent

19 SIGNATURE OF PURCHASER

I hereby agree to purchase Alberta Capital Bonds on the terms and conditions as set out on the reverse side.

X John Doe

Signature of Purchaser or Agent

Date: May 15 /91

20 RECEIPT OF BONDS

I acknowledge receipt of the above Alberta Capital Bonds.

Bond serial nos. ____

X ____

Signature of Registered Owner or Agent

Date ____

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REGISTRAR'S COPY

Form A2

ALBERTA CAPITAL BONDS

1991

Application Summary

Summary of
Purchase Applications for
ALBERTA CAPITAL BONDS

SAMPLE

1 Branch	98765
Institution	4321
2 Central Branch	12345
Institution	4321
3 Number of Application Forms Attached	20
4 Number of Bonds Requested	137
5 Total Par Value of Requested Bonds $	41100

Batch Number
12345

6 Sales Agent's Branch Stamp

STAMP ALL COPIES

7 Date
150591

- Application Summary Forms are to be forwarded by Branch to Central Branch in prepared batches consisting of 20 A1 forms where possible, and not more than 100 A1 forms.
- Batches must be forwarded at least weekly.
- Sales for the period May 13 to May 30, 1991 must be forwarded to Central Branch no later than May 31, 1991.
- Sales made on May 31 and June 1, 1991 must be forwarded to Central Branch on June 3, 1991.
- Sales resulting from re-investment of maturing 1988 Bonds from June 3 to June 8, 1991 must be forwarded to Central Branch on a daily basis.

8 B. Brown
Prepared By

9 M. Jones
Checked by Branch Manager or Designate

IMPORTANT

Your Alberta Capital Bonds Sales Agent and Central Branch identification numbers must be entered in full including zeros in box 1 and box 2 of this form. Sales Agents with an official 9 digit transit number allocated by the Canadian Payments Association must use that number (Branch Number: 5 digits, Institution Number: 4 digits). In the case of investment dealers only, the institution number is their Canada Savings Bond identification number.

Failure to use your Sales Agent identification number may result in serious delays in the processing and delivery of the bonds that you require.

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OTHERWISE DAMAGE THIS COPY

REGISTRAR'S COPY

Form A3

ALBERTA CAPITAL BONDS

1991

Central Branch Settlement Letter

Document Control Number: 1234

Central Guaranty Trust Company
Suite 200, 104 - 4 Avenue S.E.
Calgary, Alberta
T2G 0C4

Attention: Alberta Capital Bond Co-ordinator

Re: Alberta Capital Bonds

We (Central Branch / Institution) 1 2 3 4 5 4 3 2 1 enclose the following:

1. Cheque/Bank draft # 10023 dated June 1, 1991 in the amount of $ 241,100 made payable to the Provincial Treasurer.

2. Application Summaries (Form A2) along with supporting Individual Bond Purchase Applications (Form A1) detailed as follows:

Central Branch Stamp

SAMPLE

STAMP ALL COPIES

Date: 15-05-91

	Application Summary (Form A2) Batch Number	Transit Number	$ Amount of Batch		Application Summary (Form A2) Batch Number	Transit Number	$ Amount of Batch
1	12345	98732-4321	200,000	11			
2	11483	98765-4321	41,100	12			
3				13			
4				14			
5				15			
6				16			
7				17			
8				18			
9				19			
10				20			
		Total Value $	241,100			Total Value $	

Total Number of Batches 2 and Total Value $ 241,100 of today's settlement.

Total Number of Batches 0 and Total Value $ 0 submitted prior to today's date.

Maximum 20 Application Summaries (Form A2) per Central Branch Settlement Letter (Form A3).

COURIER DELIVER/HAND DELIVERY

J. Smith
Prepared By

B. Franks
Checked by Branch Manager or Designate

REGISTRAR'S COPY